Products for Computer Apps

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| **MS Office Programs** | **Examples of WHERE to get them!** |
| **Create 2+ MS Word documents** - One document will be at least a full page in length. Inserting a picture and creating a table are 2 skills that must be demonstrated.  Demonstrate the use of formatting – fonts, bold, shading and layout. “Make it look professional”. | ICE Note Template – completed with your notes in sentences.  Your Credits – image insert, and pie graph from excel – credits have/need  My Learning Style  Goal Setting  Navigating in MS Office  Essay?  Others |
| **Create 2+ MS Excel spreadsheets** - Spreadsheets must have summation, formatting, formulas and one graph.  Excel can be formatted to look nice TOO! ☺ Perhaps not as easy tho’… | My Careers/Interests – bar graph  My Credits – pie chart  Earnings and Education – formulas and graphs  Other |
| **Create 1 MS PowerPoint presentation** - At least 10 slides, transitions, graphics, varying backgrounds and automation included with content from another course. Students will apply professional characteristics to the presentation such as appropriate number of words, concise message and color scheme. | Your Final PP project and presentation |
| **Create 1 Publisher Documents** – a brochure or a newspaper format | TBD – perhaps a “collage” of other products from TR – |